|  |  |
| --- | --- |
| **Job Description** | |
| **Post title** | Commercial Group – Senior Technician |
| **JE Reference No** | N7490 |
| **Grade** | Grade 7 |
| **Service** | Neighbourhood and Climate Change |
| **Service Area** | Technical Services |
| **Reporting to** | Design Team Leader (Highway Services) |
| **Location** | Your normal place of work will be Meadowfield but you may be required to work at any Council workplace within County Durham. |
|  | |
| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

|  |
| --- |
| **Description of role** |

The postholder will be responsible for providing support and technical assistance to the Design Engineer (Highway Services) in co-ordinating and implementing physical works including the preparation of plans, details, documentation and contracts for highways infrastructure schemes~~.~~

|  |
| --- |
| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

* To assist the relevant Managers and senior staff in the work of the Commercial Group as a whole, undertaking work as directed in accordance with workloads and staffing needs.
* To assist in carrying out feasibility studies, statutory procedures, design, contract documentation and public consultation related to highways, structures, industrial infrastructure, business parks and enhancement schemes.
* To develop over a period of time experience in a number of fields to assist in personal career development and in the effective working of the Service.
* To liaise effectively with other County Council services, relevant outside bodies, elected members and the public on the work of the Service.
* To assist with the planning and execution of highway structure inspections.
* To assist the Design Team Leader (Highway Services) in ensuring that the various performance standards and targets are achieved.
* To co-operate effectively with others in the corporate working of the service.

General

* To carry out such other duties which may be allocated from time to time and which are commensurate with the grading of the post.

The above list is not exhaustive and the postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Commercial Group Manager.

|  |
| --- |
| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

|  |  |  |
| --- | --- | --- |
| Person specification | | |
|  | Essential | Desirable |
| Qualifications | * HNC or equivalent in relevant civil engineering or related disciplines | * Incorporated Engineer * Evidence of CPD * Membership of a relevant Professional Institute |
| Experience | * Experience of civil engineering within a highways infrastructure design team. * Experience of applying sound engineering principles to practical solutions * Consultation processes & dealing with customers and other departments * Experience of structural inspection processes in relation to highway structures. | * Experience of working closely with interdisciplinary design teams * Working with members of the public and elected members * Experience of the BCI scoring system. * Experience of working under a Term Maintenance Contract. * Experience of Site Supervision |
| Skills & Knowledge | * Good IT skills * Ability to project manage * Ability to analyse and resolve complex technical problems and formulate a design solution. * Effective written and verbal communication skills * Ability to undertake detailed site measures surveys and structural inspections. * Awareness of Design Manual for Roads and Bridges and its application * Ability to use Autocad | * Knowledge of current design standards in relation to both highways and structures (Eurocodes, DMRB, MCHW, SHW etc.). * Knowledge of current Contract forms, specifically NEC. * Knowledge of Quality Management Systems * Awareness of key performance indicators and benchmarking * Demonstrate ability to project manage * Understanding of CDM Regulations * Knowledge of construction materials, their uses and specifications. * Ability to write technical reports/appraisals |
| Personal Qualities | * Ability to work with and motivate a diverse range of people * Ability to undertake a diverse workload and work to tight deadlines * Highly motivated and enthusiastic * Ability to plan own workload and work under own initiative where appropriate * Commitment to own continuous professional development * Commitment to Health and Safety * Team orientated * Flexible approach to work * Results orientated |  |
| Special Requirements | * Travel is an essential requirement of the post * Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment. * May be required to work outside normal hours |  |